

Report for Week Ending 23 May 1956
from
PROJECT STAFF

Project 4-83 - Vital Materials Deposit Schedule for all Offices

Approved Vital Material deposit schedules were received from the Office of Training and the Medical Staff.

25X1A9a A meeting was held with Mr. [REDACTED], OCI, to discuss the Vital Materials
FOIAb3b1 [REDACTED] deposit schedule for OCI and the possibility of withdrawing some old
[REDACTED] deposits of 1949 and 1950. Mr. [REDACTED] will prepare on 25X1A9a
form 829, Vital Material Deposit Schedule, a current schedule. He will
also check on the withdrawal of the [REDACTED] FOIAb3b1

25X1A9a Mr. [REDACTED] was asked to requisition one 5 x 8 seven drawer file cabinet
for the ORR estimates file.

Project 4-84 - Vital Materials Microfilm Project

25X1A9a There was no microfilming this week. The OCR/BR filming was delayed pend-
ing the solving of differences between Mr. [REDACTED] of BR and Mr. [REDACTED]
Logistics, Reproduction.

Arrangements have been made with OO/C for the loan of a Diebold portable
microfilm machine to do a job for the Vital Materials program on ORR.

Projects 4-96, 5-59, 5-60, 5-68

No change from previous report.

General Information

25X1A9a A work detail consisting of Miss [REDACTED] 25X1A9a
and [REDACTED] went to the repository yesterday, 22 May.

25X1A2g Arrangements have been made for the transfer, on Thursday 24 May, of eighty
25X1A9a (80) rolls of [REDACTED] charts from Washington Auditorium to the repository.
These will be held by Mr. [REDACTED] until a special detail of ORR/Map Procure-
ment people can index and file these on Thursday, 31 May.

The survey in the Office of Security, Physical Security Division, is con-
tinuing. All files of the Division have been reviewed and a total of 63½

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cubic feet of material has been destroyed and 12 cubic feet retired to a Security Office vault. This is equivalent to $9\frac{1}{2}$ safes having an approximate value of \$3,000. In addition, the filing system has been installed in 4 offices and a fifth is in process.

25X1A9a

